

**City of Belmont
PARKS & RECREATION COMMISSION
REGULAR MEETING JULY 10, 2013
MINUTES**

The regular meeting of the Belmont Parks & Recreation Commission of July 10, 2013 was called to order at 7:01 p.m. at the Belmont City Hall Council Chambers.

I. ROLL CALL

COMMISSIONERS PRESENT: Chair (CC) Wright, Vice Chair Wong, Commissioner (C) Sullivan, Block, Bortoli, & Michaels. C Runyan arrived shortly after roll call.

COMMISSIONERS ABSENT: Youth Commissioner Fox

STAFF PRESENT: Parks and Recreation Director (PRD) Gervais and Secretary Saggau

II. APPROVAL OF MINUTES

C Sullivan moved, seconded by C Bortoli, to approve the minutes of the regular meeting of June 5, 2013. Vote 5 in favor, C Block abstained.

III. PUBLIC COMMUNICATION/COMMENTS/ANNOUNCEMENTS

C Bortoli reported on Belmont/Redwood Shores Little League team's status in a tournament.

C Runyan arrived at 7:03 p.m.

PRD Gervais announced the following:

- The Tree Board will meet in August.
- A pamphlet for the Manor Building was created and distributed to the Commission.
- A request for donations created for Davey Glen Park was also distributed to the Commission
- Two Movies in the Park are scheduled this year. Rise of the Guardians will be shown on August 9th and Wreck it Ralph on September 6th. 4-H will sell refreshments at these events.
- National Night Out will be held on Tuesday, August 6 with many of the locations at park sites.

IV. AGENDA AMENDMENTS

None.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

a. Discussion of the Status of Twin Pines Park Including Wayfinding, Manor House, Traffic & Circulation, Creekside, Large Group Picnic Areas, Trails and Programming

PRD Gervais explained the reason for the park tour is to inform the Commission on the status of Twin Pines Park and get their input on priorities for improvements in the park.

The Commission recessed to tour the park from 7:06 p.m. to 7:48 p.m.

PRD Gervais noted the Commission viewed the areas outlined in the staff report including:

- Wayfinding
- Manor House
- Area between Manor House and Twin Pines Senior & Community Center
- Traffic Circulation
- Creekside & Cottage Lane
- Large Group Picnic Areas
- Trails
- Programming

He noted overall Twin Pines is a great park but if there are opportunities for improvement these should be prioritized based on what the community wants.

PRD Gervais responded to questions from the Commission.

- The creek levels rise quickly during heavy rains. The only way known to increase the water level year round would be to dredge Water Dog Lake but that would be a huge project.
- The Manor House is staffed by volunteers and has few visitors, although visitation increases when the building is open during park events.
- A Master Plan for Twin Pines Park has not been completed since the initial one when the park was acquired.
- Hiking trails would not need to be ADA accessible.
- The Manor Building and Senior Center are in good shape, the Creekside Studios are in poor condition and the Cottage is in decent cosmetic shape but the foundation leans.
- Public opinion surveys on Twin Pines Park have not been done but could be in the future.
- Most cars that park near the horseshoe pit belong to seniors; it is the closest parking location to the Senior Center. Facility users often park close to the Cottage and Lodge buildings.
- A Master Plan costs varies depending on the scope. Smaller items could be taken on first or if preferred a Master Plan could be created before making any improvements.
- Buckeye trees are the first trees to lose leaves and they are browning this time of year but not dying. In general, the trees in Twin Pines Park are healthy.
- The center area beside the Manor Building appears to have a soil fungus; refurbishing could be explored using imported soil.
- A loop trail could be built on the south side of the creek with the entrance near the Redwood Large Group Picnic area.

Kristen Mercer commented that Twin Pines is an incredible park. She noted she has visited many parks on the peninsula and encouraged the Commission to visit other parks especially Holbrook Palmer Park in Atherton. She suggested that priority be given to improvements that can create revenue so that this revenue can be used to complete other projects.

C Michaels spoke in favor of creek improvements, a campus feel, education/entertain element such as info plaques and a trail in back picnic area.

C Bortoli said items that could be done right away would be updating the signage, removing the asphalt beside the Parks & Recreation office and creating a loop trail. He noted the wants of the community needs to be considered. He agreed it may be worthwhile to visit some other parks on the peninsula.

C Block commented that Twin Pines Park is in good shape relative to other assets in the City such as Barrett Community Center. He agreed with the comment on prioritizing revenue generating improvements and noted there is opportunity with the Manor House. He added it is not clear to the public when they enter the park what they have access to and he would prioritize reorienting the property and putting parking out front and limiting vehicles in the back. A Master Plan would be great to work towards but not critical in the near term.

C Sullivan spoke in favor of increasing public access into the Manor Building. He suggested reaching out to the residents to get their input on what they would like displayed there. He noted outreach through the website or crowd sourcing is a way to interact with the community. He would also like to see the front outside area of the building improved to draw attention to the Manor House. He stated that safety needs to be addressed on trails. C Sullivan suggested increasing the lawn area by the Buckeye Picnic Area. Within a larger plan he would like it to have multiple, smaller projects that can be completed separately.

C Runyan stated that community input is critical. She noted a Master Plan would help with looking at the big picture and creating consistency. She explained with cost estimates and the community's input the Commission could prioritize the projects.

C Wong agreed with taking on things than can be done in reasonable time. He spoke in favor of focusing on the Manor House as it could help fund other projects. He also liked the idea of installing an archway or sign at the entrance and suggested a graphical map sign showing the areas in the park. He agreed with the idea of a campus feel and having the buildings be more unified. He suggested the space between the office and Manor House could provide parking that is close to the Senior Center and then the area by the creek could be changed into an open space park area.

CC Wright agreed that having cost estimates would make it easier to prioritize. She spoke in favor of improving the Manor House and that the area on the side of building could be improved so that it opens out into the park. She liked the idea of recapturing the creek area into the park. CC Wright noted improvements to this park can be done in sections providing immediate benefits. She agreed with getting community input but would like to create a vision to show people. She noted there may be some grant opportunities for creek improvements especially if

there are issues due to climate change. She spoke in favor of removing the asphalt roads near the creek but being sensitive and coming up with a solution to the parking needs for seniors.

PRD Gervais thanked the Commission for the discussion. He noted the next step would be to list the ideas and come up with cost estimates over time and then determine what needs to be part of the master plan and what can be done outside the master plan.

C Runyan suggested creating a simpler design plan that is not a master plan to show the public. She noted a design could show the connection of the different spaces. C Wong added the park area does not need much; it is the buildings that need more attention. C Michaels proposed coming up with mini visions to present to the public to get their input. C Bortoli agreed with the idea of design plan but noted there are some smaller items that could be completed now. CC Wright added at some point an Ad-Hoc Committee could be formed.

VII. DEPARTMENT REPORTS

A. Questions and Comments

PRD Gervais reported the following:

- The Barrett Ad-Hoc Committee met in June and their next meeting will be on July 18. They will meet with a Farmer's Market representative to discuss the possibility of having a Farmer's Market at Barrett on Wednesdays.
- The company doing the slurry seal project in Belmont needs a staging area and may use the parking lot at Barrett Community Center from July 22 to September 20. In return they will slurry seal the parking lot when they are finished.
- The Streets Alive group has expressed interest in having another bike rodeo event at Barrett next year.
- Staff completed another back country trail bridge. All that is left to do is the bridge over the spillway which would be done by a contractor and will go to the City Council for approval this fall.
- An article on waste receptacles in the parks with recycling and composting was distributed to the Commission.
- An email was forwarded to the Commission that expressed concern on mountain bikers and hikers on the trails. This winter staff will install the signs at the trailheads to remind people to respect other trail users.
- The Senior/Community Center project has a walk-through scheduled and bids will be opened on July 31st. This project will start in October and 81% of this project was funded by donations or grants.
- Approval was given to finalize the design for Davey Glen Park.
- Staff met with the School District about the Ralston After School Sports Program. The registration will be going on-line instead of Parks & Recreation staff processing the payments. The Department has been disappointed that the City has not gotten the facility use promised in the agreement due to the construction at the school sites.
- The City Council gave a proclamation to Rebuilding Together for their work at Barrett Community Center.
- Summer programs are doing well this summer with high enrollments.

- The City is accepting applications for another Youth Commissioner and the City Council would like the Parks & Recreation Commission to have a discussion on the role of the Youth Commissioner.
- Commissioners and staff met with the Homeview Neighborhood group on a community garden and came up with temporary waddle community garden which is going well. They will meet again as the group is interested in a drip irrigation system.

C Bortoli commented that the Tree Board still needs one more member from the Parks & Recreation Commission.

In response to C Sullivan's question, PRD Gervais gave an update on the Bishop Ranch project and the open space. The land is up for sale and it is hoped that will cover the loan that was taken. Once the parcels are sold then the city will need to decide what they would like to do with the open space area.

B. Future Agenda Items

Cancellation of September meeting
Youth Commissioner
Paper Trails
Samples of marketing material

VIII. ADJOURNMENT

The meeting was adjourned at 9:09 p.m.

Jonathan Gervais
Parks & Recreation Director